

## **Hazardous Material (HAZMAT) Unit Environmental Coordinator (UEC) Responsibilities**

The HAZMAT UEC is appointed by his/her organizational commander/director. The UEC is responsible for all aspects of the HAZMAT process. This includes the procurement of HAZMATs, storage, use and disposal of HAZMATs used within their organization.

1. Attend / actively participate in regularly scheduled Hazardous Materials/Hazardous Waste Steering Group Committee meetings, Issue Point Manager meetings and Environmental Compliance Assessment and Management Program (ECAMP) Teams.
2. Assist in HAZMAT Issue Point inspections conducted by the HAZMAT Cell or ECAMP Teams.
3. Perform self-inspections for all Issue Points within their organization.
4. Provide regular feedback and updates to their organization commander/director and Office of Environmental Management (EM).
5. Ensure individuals within their organization are properly trained and that training is properly documented.
6. Report any potential problems or areas of concern to the EM immediately.
7. Ensure any discrepancies noted during self-inspections, ECAMP findings or regulatory agency findings are promptly corrected and steps taken to prevent such an incident in the future.

The UEC will identify all employees within their organization who handle HAZMAT. They will ensure the supervisors of those individuals have properly documented and trained their employees regarding proper procurement, storage, issue, disposal and handling requirements associated with HAZMAT. The UEC must also ensure the proper personal protective equipment is made available in sufficient quantities to satisfy employees needs.

1. The UEC will follow-up on scheduled training to ensure individuals scheduled to attend HAZMAT training classes attend these classes as scheduled and training is properly documented.
2. The UEC will ensure that any classroom and on-the-job training relative to the proper handling and management of HAZMAT is properly documented and coordinated through the EM Environmental Training Specialist.

The skills, education, qualifications and training required to perform these duties are:

**SKILLS:** No additional skill requirements above that specified in the official position description are required.

**EDUCATION:** No additional education requirements above that specified in the official position description are required.

**QUALIFICATIONS:** The only qualification in addition to those in the official position description is the completion of the initial and annual refresher HAZMAT training provided by 88 ABW/EM personnel.

**TRAINING:** Successful completion of the 88 ABW/EM HAZMAT Training Program and annual refresher training.

## **Hazardous Waste (HW) Unit Environmental Coordinator (UEC) Responsibilities**

The UEC is appointed by his/her organizational director. The UEC is responsible for all aspects of the HW process. This includes the procurement of hazardous materials (HM), generation, management and disposal of HW for his/her organization. The UEC will:

1. Attend / actively participate in regular scheduled Hazardous Waste Steering Committee Meetings. The UEC shall also actively participate on any and all sub-committees as requested by the chair of the HW Steering Group.
2. Assist in HW inspections conducted by regulatory agencies, Hazardous Waste Inspection Teams (HWIT) or Environmental Compliance Assessment and Management Program (ECAMP) Teams.
3. Participate on HWSIT auditing other organizations HW management practices and report findings to 88 ABW/EMC.
4. Perform self inspections on HW generating sites under his/her control.
5. Provide regular updates to the organizational director and EM.
6. Ensure individuals within his/her organization are properly trained and training properly documented.
7. Coordinate on weekly self inspections at Initial Accumulation Points (IAP) and Accumulation Sites (ACCS) under his/her control and forward these reports to the Waste Management Branch Monthly.
8. Report any potential Notice of Violations to the organizational commander and to EM immediately.
9. Ensure any discrepancies in weekly inspections, self inspections, HWIT findings, ECAMP findings, or regulatory agency findings are promptly corrected and steps taken to prevent such incidence in the future are implemented.

The UEC will identify all sites within his/her organization who handle HM and subsequently generate HW. The UEC has the responsibility to ensure that these HW generating sites are properly permitted with the Waste Management Branch.

The UEC has the responsibility to identify all personnel within his/her organization who handle HW. The UEC will ensure these individuals and the generating activities site supervisors, managers, and alternates receive training provided by 88 ABW/EMC and that training is properly documented.

1. UEC will follow up on scheduled training to ensure individuals scheduled to attend HW training classes attend these classes as scheduled and training is properly documented.
2. UEC will ensure that any class room and on the job training on the proper handling and management of HW is properly documented and coordinated through the Waste Management Branch.

The skills, education, qualifications, and training required to perform these duties are:

**SKILLS:** No additional skill requirements above that specified in the official position description is required.

**EDUCATION:** No additional education requirements above that specified in the official position description.

**QUALIFICATIONS:** The only qualification in addition to those in the official position description is the completion of the initial and annual refresher HW Training provided by 88 ABW/EMC.

**TRAINING:** Successful completion of 88 ABW/EMC HW Training Program and annual refresher training.

